



**TEXAS INDIGENT DEFENSE COMMISSION**

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[www.txcourts.gov/tidc](http://www.txcourts.gov/tidc)

**FY2013 Formula Grant Program**

**Requests for Applications (RFA)**

October 12, 2012

**Total Grant Amount Budgeted for Statewide Use Available:**

FY2013- \$12,000,000

**Type of Grant**

**Formula** - The Commission distributes funds to counties through a formula. Counties must meet minimum spending requirements to qualify.

**Eligibility:**

Only Texas counties may apply. See further eligibility below.

**Grant Applications Due:**

All applications must be submitted on-line. Applications must be completed and submitted by **December 3, 2012**.

See submission requirements below for waiver requests and other deadlines.

**Method of Application:**

On-line submission can be accessed at <http://tidc.tamu.edu>. All county judges have been assigned a unique user name and password. See contact information below for access to the system.

**Time Period for Funding:**

October 1, 2012 through September 30, 2013

**Commissioners Court Resolution Required:**

This application is submitted on-line but requires a commissioners' court resolution/internet submission form be adopted and scanned and e-mailed or uploaded on the application page of the website, or it may be faxed. The resolution is generated by the on-line system and must be printed out from the on-line application page.

**Payments:**

Funds will be distributed in four (4) disbursements for this fiscal year for most counties.

**Steps in Submitting a Grant Application**

- 1) Log onto <http://tidc.tamu.edu> (Follow on-line page instructions).
- 2) Verify that the online screen shows the appropriate grant officials and judicial officials.
- 3) Verify on-line that Commission records indicate whether submitted county-wide plans are in compliance and meet the grant eligibility requirements. Contact Commission staff to discuss compliance issues.
- 4) Complete by scanning and e-mailing the Resolution / Internet Submission Form along with any required plan documents.

## **Texas Indigent Defense Commission**

### **Authorization to Fund, Applicable Authority and Rules**

#### **Texas Government Code Sec. 79.037. TECHNICAL SUPPORT; GRANTS.**

- (a) The commission shall:
  - (1) provide technical support to:
    - (A) assist counties in improving their indigent defense systems; and
    - (B) promote compliance by counties with the requirements of state law relating to indigent defense;
  - (2) to assist counties in providing indigent defense services in the county, distribute in the form of grants any funds appropriated for the purposes of this section; and
  - (3) monitor each county that receives a grant and enforce compliance by the county with the conditions of the grant, including enforcement by:
    - (A) withdrawing grant funds; or
    - (B) requiring reimbursement of grant funds by the county.
- (b) The commission shall distribute funds as required by Subsection (a)(2) based on a county's compliance with standards adopted by the board and the county's demonstrated commitment to compliance with the requirements of state law relating to indigent defense.
- (c) The board shall adopt policies to ensure that funds under Subsection (a)(2) are allocated and distributed to counties in a fair manner.
- (d) A county may not reduce the amount of funds provided for indigent defense services in the county because of funds provided by the commission under this section.

#### **Texas Administrative Code Chapter 173 (Newly revised) Uniform Grant Management Standards (UGMS)**

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### **Formula Grant Program**

#### ***A. Introduction***

Formula Grants are provided to Texas Counties by the Texas Indigent Defense Commission (Commission) to help meet the Commission's statutory mandates and to promote Texas counties' compliance with standards adopted by the Commission.

Formula grants provide money to counties for increased indigent defense costs based on a formula set by the Commission. Qualifying counties are eligible for funds determined by the formula only to the extent their spending exceeds the amounts in their baseline year. Other grant distribution formulas may be considered in the future as more data becomes available. Counties must meet minimum spending requirements to receive credit for spending the funds.

**The grant period for this application is October 1, 2012 through September 30, 2013. Expenses must be incurred and/or obligated during this time.**

#### ***B. Eligibility***

Only counties are eligible to apply for funds.

#### ***C. Direct Disbursement Pool***

Counties with low incidence of crime and low indigent defense expenses may also choose not to submit the application. They will be eligible to receive funding under the Commission Direct Disbursement policy and procedures. If a county has had to refund formula grant money to the Commission or has not received grant funds in the previous year, please consider not applying for the formula grant and the county will be eligible for the Direct Disbursement Pool. This Commission policy is intended to reduce application procedures for counties that have both low incidences of crime and low indigent defense costs. The policy governing reimbursement of eligible expenses under this policy vary depending on whether a county spent any of the formula grant funds in the preceding year.

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A county that has not spent any formula grant funds in the preceding year and does not apply for a formula grant in the current fiscal year may submit receipts for direct disbursements. If the county incurs indigent defense costs above its baseline year amount (or adjusted baseline), it is eligible to receive up to twice the amount of the initial allocation of funds for the county under the formula grant program as established by the Commission prior to issuing the Request for Applications. In addition, the county is also eligible to receive the unspent balance of the initial allocation of formula grant funds from the previous fiscal year as established by the Commission prior to issuing the Request for Applications.

A county that spent a portion of the formula grant funds in the preceding year and does not apply for a formula grant in the current fiscal year may submit receipts for direct disbursements. If it experiences indigent defense costs above its baseline year amount, such a county is eligible to receive up to the amount of the initial allocation of funds for the county under formula grant program as established by the Commission prior to issuing the Request for Applications.

The Indigent Defense Commission will budget up to two-thirds of the funds allocated to counties that do not apply for formula grant funds to the direct disbursement pool. Funds will be disbursed from the pool based on a county's compliance with the current year grant eligibility requirements and written documentation that the county has actually expended its baseline year amount in addition to the amount requested. All payments considered for reimbursement are subject to availability of funds.

Applications with expense information for direct disbursement must be submitted on or before August 15, 2013. The time period for calculating the direct disbursement will be September 1, 2012 through August 15, 2013. A county that applied for formula grant in FY2012 (between October 1, 2010 and September 31, 2012) may not include expenses incurred in September 2012 in their direct disbursement submission. However, this change in time period for direct disbursement calculation will not affect the time period for the statutory Indigent Defense Expenditure Report.

### ***D. Notification of Availability***

This FY12 Formula Grant - Request for Applications (RFA) is sent to all 254 Texas Constitutional County Judges. A courtesy notice is mailed to all local administrative district judges, local administrative statutory county judges, chairman of juvenile board and each county auditor (or treasurer). The notice informs other county stakeholders to seek a copy of the grant RFA from the constitutional county judge or to go to the Commission website [www.txcourts.gov/tidc](http://www.txcourts.gov/tidc) to download a copy. The Commission staff uses the contact information reported by counties in our web based system. Please make sure that all contact information is accurate. Counties are required to maintain correct contact information on the Commission 'grants and reporting' website (<http://tidc.tamu.edu>). The notice of grant availability is also published in the Texas Register.

### ***E. Application***

The Commission is committed to reducing paperwork burdens for Texas counties. Therefore, the grant application process will be electronic.

The application steps are:

- 1) Review the baseline (FY01) – The baseline is the amount counties must spend in indigent defense before they qualify as having spent the grant. Counties that have received or applied for grants in previous years have already established a baseline with the Commission. To meet the requirements under Texas Government Code §79.037(d), the Commission has adopted as an expenditure baseline based on each county's FY01 indigent defense expenditures. Attorney fees, investigator expenses, expert witness expenses, and other litigation expenses paid by the county on behalf of indigent criminal defendants / juvenile respondents are allowable expenses. This information remains static unless a county requests an alternative baseline, as described below.
  - a. The baseline amount is used for comparison to determine grant qualification for each year.
  - b. To qualify for grant funds each year, the county must spend an amount at least equivalent to the FY01 baseline.

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- 2) All applications must be submitted online using the User ID and Password. Contact the Commission Grant Administrator for instructions to obtain a waiver to the on-line application.
- 3) If a person other than the recipient of this letter needs to obtain a user name and password for the online application system, contact The Texas A&M University Public Policy Research Institute (PPRI) – [PPRI manages the collection, storage and retrieval of data for the Commission]. County officials contact PPRI through e-mail ([dbrennan@ppri.tamu.edu](mailto:dbrennan@ppri.tamu.edu)), ([MMcIntire@ppri.tamu.edu](mailto:MMcIntire@ppri.tamu.edu)), fax (888-351-3485) or by regular mail:  
Darby Brennan or Megan McIntire, PPRI  
314 H. C. Dulie Bell Building, TAMU, Mailstop 4476  
College Station, Texas 77843-4476  
PPRI will not provide user names and passwords over the phone. Individuals using personal e-mail accounts may be asked to provide additional information.
- a) Go to the PPRI Commission website at <https://tidc.tamu.edu>
- b) Enter the User ID and Password or contact PPRI.
- 4) Apply on-line
  - a. Sign in – The authorized official or designee logs in to the website using a unique username and password and selects “FY2013” in the upper left then select “Apply for Formula Grant”. A designee may actually perform the tasks if allowed by the authorized official.
  - b. Review the eligibility requirements – Each year the Commission adopts specific measures as eligibility requirements for the Formula Grant funds. These measures are intended to encourage each county’s compliance with statutory requirements or policy and standards adopted by the Commission. The grant application screen will reveal the compliance checklist maintained by the Commission’s special counsel. Counties that have blank check boxes in any category will not be able to receive funds until they meet all grant program eligibility requirements. **They should complete the on-line application then contact the Commission for instructions to resolve plan compliance issues.**
  - c. Verify that the County’s stored information is correct – The authorized official reviews the data the Commission has stored for the county’s grant positions. (**Note:** Please remember to update the county contact information during the grant year as changes in officials or contact information occurs.)
  - d. Identify the individuals in the following grant positions as required in Texas Administrative Code Rule 173.301. Make changes as needed.
    - i. Authorized official - This person must be authorized to apply for, accept, decline, modify, or cancel the grant for the applicant county. A county judge or a designee authorized by the governing body in its resolution may serve as the authorized official
    - ii. Fiscal Officer - This person must be the county auditor or county treasurer if the county does not have a county auditor.
    - iii. Program Director - This person must be the officer or employee responsible for program operation or monitoring or implementation of the indigent defense plan and who will serve as the point-of-contact regarding the program's day-to-day operations. (**By rule this person cannot be the financial officer**).Use the “**Change**” Button – When the person listed is no longer authorized to perform the duties with the Commission previously authorized by the county. It is also used to change contact information for any grant official. This situation usually arises when county officials turnover as a result of elections, retirements, or some other removal from office.
  - e. Select the “**Submit**” button. The page will become a confirmation page at that point. Select the Resolution link to create your county’s completed resolution.
  - f. Print / download resolution – The system will allow the user to download a resolution in an MS Word document or provide an opportunity to print the document based on the selections above.
  - g. Receive confirmation – The system will provide a confirmation page to the grant officials confirming that the application has been completed and informing them that the resolution must be adopted by the commissioner’s court and then faxed to the Commission. **PLEASE PRINT THE CONFIRMATION PAGE.**

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- 5) Please scan and upload on the application page of the website the resolution adopted by commissioners' court **on or before December 3, 2012**. Alternatively, you may email the resolution to the Grants Administrator ([bryan.wilson@txcourts.gov](mailto:bryan.wilson@txcourts.gov)) or fax it to him at 512-463-5724.

### ***F. Review***

Prior to the Commission meeting set to award the Formula Grants, the Grant Administrator will review the application for completeness and notify counties via e-mail, fax, or mail whether any additions or corrections need to be made.

### ***G. Denial of Grant***

Counties not completing the grant application process or those not meeting minimum eligibility requirements will be notified by mail within 30 days following the Commission award meeting.

### ***H. Use of Funds***

Funds must be used to improve indigent defense systems. Attorneys fees, investigator expenses, expert witness expenses, and other direct litigation costs that a county spends on behalf of a criminal defendant or juvenile respondent in a criminal matter that has been determined by a court of competent jurisdiction to be indigent are allowable expenses. All funds must be spent in compliance with the following: **Texas Administrative Code, Title 1 Administration, Part 8 Texas Judicial Council, Chapter 173 Indigent Defense Grants; and Texas Uniform Grant Management Standards.**

The Indigent Defense Commission website maintains links to electronic copies of these documents. Grant applicants/recipients may contact the Commission staff in writing for paper copies if no electronic means are available to secure the documents.

### ***I. Statement of Grant Award***

Statements of Grant Awards will be prepared exactly as authorized by the Commission. These may include special conditions. The e-mail with the attached Statements of Grant Award will be directed to the official designated in the resolution adopted by the commissioners' court. The County will have thirty days to notify the grant administrator of errors or cancelation after receipt of the award.

### ***J. Special Conditions***

The Commission may determine special conditions or authorize staff to apply the conditions on criteria set by the Commission (TAC 173.201). The Commission may develop special conditions that relate to expenditures, compliance with statutory requirements or standards adopted by the Commission.

### ***K. Required Reports***

All counties are statutorily required (Texas Government Code Sec. 79.036 (e)) to submit an Indigent Defense Expenditure Report each year on November 1 in the form and manner prescribed by the Commission. In accordance with TAC §173.109 the reporting will be through the internet.

The Local Administrative District Judges, the Local Statutory County Court Judges (or County Judge as applicable) and the Chairman of the Juvenile Board for each county must submit a copy of all formal and informal rules and forms that describe the procedures used in the county to provide indigent defendants with counsel in accordance with the Code of Criminal Procedure (Countywide Plans) to the Commission as required in Government Code §79.036. The Countywide Plans must be submitted by November 1<sup>st</sup> of each odd numbered year in the form and manner prescribed by the Commission.

### ***L. Payments***

Counties must have met all eligibility, spending, and grant condition requirements before receiving payments. Payments will be made quarterly for most counties. Some counties may have a special conditions related to meeting minimum spending requirements. These counties will receive funds only after a supplemental expenditure report establishes that they have spent the predetermined minimum amount stated in the special condition.

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No payment shall be made from grant funds to a county until all special conditions have been met unless the special condition adopted by the Commission provides an alternative payment schedule or instructions for payment. Commission staff shall maintain documentation through electronic/paper files or correspondence to the county stating how the special condition was met.

### ***M. Maintain Official Contact Information***

All counties must maintain the grant and plan officials contact information on counties' home page set up at <http://tidc.tamu.edu>. Counties must advise the Commission of changes in the authorized official, program director, financial officer, local administrative district judge, local statutory county judge, chairman of the juvenile board and county judge by updating this website contact information. This information will be used to provide notices for grant or plan submission information. The Commission staff will use e-mail whenever possible to notify counties of required reports and funding opportunities.

### ***N. Compliance with Monitoring Reports***

A county must respond within the required time, take corrective action for findings of non-compliance, and satisfactorily address all recommendations in a Commission fiscal or policy monitoring report. Failure to comply with any of these requirements could result in the Commission imposing a remedy under TAC 173.307 or Texas Government Code §79.037.

### ***O. Countywide Plan Requirements***

The Countywide Plans submitted must be in compliance with applicable statutes and rules and must meet the minimum requirements for each plan section as outlined in the Biennial Indigent Defense Countywide Plan Instructions.

### ***P. OCA Reporting***

The applicants' county and district clerks must be in compliance with reporting requirements promulgated by the Texas Judicial Council as of August 31, 2012. The district clerks and county clerks must submit their monthly court activity reports to OCA electronically not later than September 2012, unless OCA grants a temporary waiver for good cause.

### ***Q. Impact of Multi-year Discretionary Grant***

Counties that receive multi-year discretionary grants from the Commission are encouraged to continue to apply for the Formula Grant. Formula Grant payments will be made as scheduled. The county will submit its annual Indigent Defense Expenditure Report on or before November 1 of each year. If the impact of the Multi-year funded program results in overall reduction of the county's indigent defense expenses below the baseline amount, then all or a portion of the formula grant may need to be returned to the Commission as directed by the Commission.

### ***R. Impact of Multi-year Discretionary Regional or Sustainability Grants***

Counties that receive multi-year regional or sustainability discretionary grants from the Commission are encouraged to continue to apply for the Formula Grant. Formula Grant payments will be made as scheduled. Such counties may use their formula grant payments to maintain the discretionary grant program. The county will submit its annual Indigent Defense Expenditure Report on or before November 1 of each year.